



**MILITARY EQUAL OPPORTUNITY AND
TREATMENT PROGRAM**

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The OPR for this publication is 21SW/SA (MSgt Grace M. Eastham). This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-2706, *Military Equal Opportunity and Treatment Program*, 1 December 1996. The AFI is published word-for-word without editorial review. 21 Space Wing (21SW) supplemental material is indicated in bold face. This supplement describes 21SW procedures for use in conjunction with the basic AFI. This publication supplements AFI 36-2706, paragraph 4.4.2. This supplement establishes procedures for celebrating and ensuring thorough coordination of Peterson Complex Special Observances. This publication outlines and sets forth the responsibilities of committees sponsoring special observances. Special Observances offer a vehicle for all military members, civilians, and their family members in the Peterson Complex to be made aware of, and to understand the contributions of all Americans to the Air Force and the United States of America. The goal is to foster teamwork, increase cultural awareness among Air Force members, and maximize participation of the base populace during special observances. The responsibility for ensuring that all coordination, planning, and implementation of a special observance is accomplished rests with the sponsoring committee.

4.4.2.1. (Added) Purpose. Special Observances will be held for individual heritage events in the Peterson Complex if:

4.4.2.1.1. (Added) There is community interest and the appointment of the Special Observance Council/Committee to sponsor the observance.

4.4.2.1.2. (Added) At times, a well established non-profit making special interest group desiring to sponsor the observance may be granted the responsibility. This group must be registered with the 21st Services Squadron.

4.4.2.2. (Added) Special Observances To Be Recognized:

4.4.2.2.1. (Added) Dr. Martin Luther King, Jr. Birthday Celebration.

4.4.2.2.2. (Added) African-American Heritage Month. African-American Heritage Month is observed in February. A separate commemorative observance for Dr. Martin Luther King, Jr.'s birth date will be held in January and usually sponsored by the same committee.

4.4.2.2.3. (Added) Women's History Month. Women's History Month activities should include International Women's Day, 8 Mar, a day proclaimed at the turn of the century to recognize the tremendous work of women in the organized labor force.

4.4.2.2.4. (Added) Days of Remembrance for Victims of the Holocaust. Days of Remembrance for the Victims of the Holocaust is an annual commemorative observance. In 1980, Public Law 96-388 established the United States Holocaust Memorial Council which each year designates a one-week period (Sun-Sun) between mid-Apr and mid-May to hold the observance. This observance is generally sponsored by the base chapel.

4.4.2.2.5. (Added) Asian-Pacific Islander Heritage Month. Asian-Pacific Islander Heritage Month is observed in May. Activities are usually scheduled around the weeks including 7 or 10 May or both. These dates correspond with the arrival of the first Japanese immigrants to the United States in 1843 and the completion of the transcontinental railroad in 1869.

4.4.2.2.6. (Added) Hispanic Heritage Month. Hispanic Heritage Month is from 15 Sep-15 Oct. This time period corresponds with several Latin American countries gaining their independence (in various years).

4.4.2.2.7. (Added) Native American Heritage Month. Native American Heritage Month is observed in November and recognizes the accomplishments, culture, and unique strengths of Native Americans in our country.

4.4.2.3. (Added) Wing Approval. Before inviting guest speakers, VIP guests, or committing funds, all requirements of this instruction must be met, and the sponsoring committee must have the written approval of the commander, 21st Space Wing or designated approving official.

4.4.2.3.1. (Added) To coordinate a special observance, there are certain steps a project officer must follow to ensure success. The simple questions of who, what, when, where, and how, must be answered. The project officer must provide the correct information to the right people so planning is accomplished to solve any problems in advance.

4.4.2.3.2. (Added) A sponsoring committee's project officer must coordinate with various base organizations. These include: public affairs, protocol, services squadron, accounting and finance squadron, legal office, wing commander's secretary and any other organizations identified as necessary. A staff summary sheet with proper coordination is the way to do this.

4.4.2.3.3. (Added) The following guidelines must be followed to coordinate a special observance properly. AF Form 1768, **Staff Summary Sheet**, will be the method of obtaining coordination and written approval. Using this format will ensure success of the event(s).

4.4.2.3.3.1. (Added) Who: Explain which organization/committee will be sponsoring the event.

4.4.2.3.3.2. (Added) What/Why: State briefly the event and what the objectives or goals are in hosting it, for example raising money, fostering community awareness, or explaining history, etc.

4.4.2.3.3.3. (Added) When/Where: Include date, time, and place.

4.4.2.3.3.4. (Added) How: Details of the project should be provided. Budget considerations, cost per ticket, costs of printing invitations, reservations at a club, services facility, or at another base should be discussed.

4.4.2.3.3.5. (Added) Guest Speaker: Include a biography of the selected speaker(s).

4.4.2.3.3.6. (Added) Travel Arrangements: Explain who will escort the speaker or VIP guest, and how transportation will be paid for. If an escort is to be provided for a speaker, state who the escort will be.

4.4.2.3.3.7. (Added) VIP Guest: Name the people you intend to invite. A VIP will not be formally invited until wing commander approval is obtained. If an ambassador, general officer, or other high profile speaker is being invited, 21 SW/CCP and/or 14 AF/CCP coordination may be required. 21 SW/CCP will advise if HHQ coordination is necessary.

4.4.2.3.3.8. (Added) Wing Schedule: The wing secretary manages the wing schedule. Organizations must coordinate with the wing calendar to ensure the wing commander is available for the event.

4.4.2.3.3.9. (Added) Other: Coordinate with other installations in the local area regarding similar events the same day, or during the year. If events are cosponsored with another installation, coordination must be obtained from that installation on a separate staff summary sheet.

4.4.2.4. (Added) Wing Staffing Support and Coordination. Wing support and coordination must be obtained before 21 SW/CC approval: Chairperson, 21 SW/SA, 21 MSS/DPCD (Special Emphasis Program Manager), 21 SVS/CC, 21 CPTS/FM, 21 SW/JA, 21 SW/CCP, 21 SW/PA, 21 SW/DS, 21 SW/CCC, and 21 SW/CV must all coordinate on the staff summary sheet to receive wing commander approval. For all events planned on or to be backed up on the flightline, 21 OSS/OSA coordination is required.

4.4.2.4.1. (Added) Commander, Services Squadron:

4.4.2.4.1.1. (Added) Provides the basic logistics inherent to each activity under their control (Dining Facility, Open Mess, etc.)

4.4.2.4.1.2. (Added) Provides billeting for out-of-town distinguished guest or guest speakers at Special Observance functions.

4.4.2.4.1.3. (Added) With proper coordination, provides full use of appropriate services squadron facilities.

4.4.2.4.1.4. (Added) Provides technical guidance for different projects, when such direction falls within the scope of services squadron expertise.

4.4.2.4.2. (Added) Chief, Protocol:

4.4.2.4.2.1. (Added) Provides protocol guidance for all functions.

4.4.2.4.2.2. (Added) Provides protocol for inviting, arranging itinerary, and billeting for distinguished guests or guest speakers at Special Observances.

4.4.2.4.3. (Added) Chief, Public Affairs will:

4.4.2.4.3.1. (Added) Ensures public and internal awareness of Special Observance programs.

4.4.2.4.3.2. (Added) Ensures maximum publicity for each observance.

4.4.2.4.4. (Added) Chief, Social Actions:

4.4.2.4.4.1. (Added) Serves as chief advisor for the Special Observance program.

4.4.2.4.4.2. (Added) Forwards reports and correspondence by AFSPC/DPCH and local directives.

4.4.2.4.5. (Added) Special Emphasis Program Manager:

4.4.2.4.5.1. (Added) Serves as civilian advisor.

4.4.2.4.5.2. (Added) Ensures maximum participation of civilian personnel assigned to the installation for each Special Observance.

4.4.2.4.6. (Added) Staff Judge Advocate:

4.4.2.4.6.1. (Added) Serves as legal advisor for all activities.

4.4.2.4.6.2. (Added) Reviews all requests for expenditures of appropriated funds.

4.4.2.5. (Added) Timelines:

4.4.2.5.1. (Added) Planning of events must begin 90 days before the event, final approval by 21 SW/CC must be obtained a minimum of 45 days before the event. Sufficient planning ensures success; failure to obtain approval will result in the cancellation of event(s).

4.4.2.5.2. (Added) Publicity for the event must be started as early as possible. Final details must be coordinated and publicity should be provided to the wing or local community 30 days before the event.

4.4.2.5.3. (Added) Project officers must submit a detailed after action report 30 days after the observance to the Chief, Social Actions. The after action report will be reviewed, filed, and forwarded to the 21 SW/CC as necessary.

4.4.2.6. (Added) Funds. Generating funds for the special observance is ultimately the responsibility of the sponsoring organization. Assistance may be obtained from an approved nonprofit group registered with the 21 SVS (booster clubs, ethnic clubs, etc.) to raise funds. Also, wing commander funds may be requested IAW AFI 65-601, Volume 1, *Budget Guidance and Procedures*. It is the sponsoring organization's responsibility to request and gain approval for funds. **NOTE:** The Department of the Air Force will not be held liable for over-expenditure by any organization.

4.4.2.7. (Added) The Special Observances listed in this publication are not all-inclusive.

4.4.2.7.1. (Added) This publication will be used by action officers to coordinate other observances:

4.4.2.7.1.1. (Added) Dr. Martin Luther King, Jr.'s Birthday.

4.4.2.7.1.2. (Added) U. S. President's Day.

4.4.2.7.1.3. (Added) Women's Equality Day.

4.4.2.7.1.4. (Added) UN Day.

4.4.2.7.1.5. (Added) POW-MIA Day.

4.4.2.7.1.6. (Added) Memorial Day.

4.4.2.7.1.7. (Added) The Air Force's Birthday.

4.4.2.7.1.8. (Added) National Disability Awareness Month.

4.4.2.7.1.9. (Added) Any other appropriate or directed activity.

4.4.2.7.2. (Added) Wing commander approval is always required before a Special Observance of any type is held.

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